

# Request for Proposals

City of Eau Claire, Economic Development Division is requesting proposals for

## **Website Hosting and Maintenance**

All proposals must be submitted before 5:00 p.m.  
on Friday, December 18, 2009



City of Eau Claire  
Economic Development Division  
203 S Farwell St  
PO Box 5148  
Eau Claire, WI 54702 - 5148

## **Introduction**

Economic Development Division (EDD) - As a division of the City of Eau Claire, our mission is to grow local businesses, facilitate expansions, and recruit outside businesses to locate in Eau Claire in order to increase quality of living, add well-paying jobs, and grow tax base. Our website serves as a resource to site selectors, corporate expansion managers, and future residents.

## **Overview**

The objective of this project is to provide hosting and maintenance services for EDD's website <http://www.EauClaireDevelopment.com>. There are two databases hosted on this site: <http://www.eauclairedevelopment.com/properties/> and [http://www.eauclairedevelopment.com/employment/internship\\_search.php](http://www.eauclairedevelopment.com/employment/internship_search.php)

## **Requirements**

- EDD maintains the ability to change contents and have FTP access to the site
- Single point of contact
- Unlimited hosting space
- Ability to provide web graphics (banners, images, icons, etc.)
- Support for the two current databases developed in PHP
- Monthly maintenance (including graphic changes)

## **Proposed Timeline**

- December 18, 2009 – proposals due
- January 4, 2010 - presentations
- January 6, 2010 – EDD board makes decision
- February 1, 2010 – transfer completed

## **Assumptions**

- EDD shall have full use of all designs developed by Provider. The artwork developed by Provider for EDD shall become the property of EDD.
- Provider shall retain the right to display this work, in print and online, as an example of work performed by Provider but not owned by Provider.
- That all payments shall remain current with Provider for Provider to continue to perform its work without interruption.
- The terms of this proposal can be amended with written agreement of both parties.
- The contract may be terminated by either party at any time upon the giving of ten (10) days prior written notice to the other party.

## **Proposal**

- Brief description of your project approach
- Qualifications
- Samples of past work
- Cost of transfer
- Cost of hosting (monthly)
- Cost of monthly maintenance program (how many hours of work are included)
- Hourly rate for additional work
- References/Testimonials of current clients
- Suggestions for improvement (optional)

## **Submit Proposal to**

Dagmar Beckel  
City of Eau Claire, Economic Development Division  
203 S. Farwell St., PO Box 5148, Eau Claire WI 54702-5148  
(715) 839-4914  
[beckeld@eauclairewi.gov](mailto:beckeld@eauclairewi.gov)

## **Basis for Award of Contact**

Representatives of EDD will choose a designer based on quality of work.